United States Department of State

Foreign Affairs Manual

3 FAM – Personnel

Change Transmittal: PER-645
Date: July 22, 2011

3 FAM 3810
TRANSIT SUBSIDY PROGRAM

Changes

1. **3 FAM 3810, Transit Subsidy Program**: This subchapter has been revised throughout. Therefore, changes will not be shown in *italic dark magenta* in this issuance.
2. **Crosswalk for 3 FAM 3810**:

From Prior Issuance	To Current Issuance	Prior Title	New Title
3800	same	[no title]	Bureau of Human Resources Programs
3810	same	Transit Benefits Program	Transit Subsidy Program
none	3811.1 [new]	none	Summary
none	3811.2 [new]	none	Authorities
3812	3816	Eligibility	Program Eligibility
3813	3812	Objective	same
3814	3815	Management of the Transit Subsidy Program	same
3815	3814	Maximum Value of Transit Subsidy Program	same
3815.1	3817.3	Transfer of Transit Passes	Transfer of Transit Subsidy
3815.2	3813	Recognition of Public Transportation	Public Transportation: Transit System or Vanpool
3816	3817	How to Apply	Application Processes, Use of Subsidy, Reimbursement of Funds to the Department, and Subsidy Termination
3816.1	3817.2	Lost Transit Pass	Lost, Stolen, Damaged, Converted, or Downloaded Fare Media
3816.2	3817.5	How Long Can I Continue to Benefit from the Transit Subsidy Program?	Termination of Program
3816.3	3817.1	SmartBenefits Program	same
3816.4	3813	Vanpools	Public Transportation: Transit System or Vanpool

3. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
4. Revisions in future issuances may be shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.
5. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 3 FAM 3810 (CT:PER-559, 07-07-2005; 7 pages) and insert revised subchapter 3 FAM 3810 (9 pages).
2. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:PER-645, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(**HR/ER/WLD**)